FIXED ASSET MANUAL

UPDATING REPLACEMENT AMOUNTS FOR INDIVIDUAL ASSETS

INTRODUCTION

In this Appendix:
- ✓ Understanding C02 and C03 transaction codes
- ✓ Calculating the change in replacement value
- ✓ Changing the replacement amount on the FAS Direct Data Entry screen

UNDERSTANDING THE TRANSACTION CODES

Use FAS Transaction Codes on the FAS Direct Data Entry screen (S035) to increase or decrease the replacement value of a single asset.

- Transaction code **C02** is used to record the amount of <u>increase</u> to the replacement amount of an asset.
- Transaction code **C03** is used to record the amount of <u>decrease</u> to the replacement amount of an asset.

Use these codes to record the value by which the replacement amount will be changed, not the new replacement amount itself.

CALCULATING THE CHANGE IN REPLACEMENT AMOUNT

Begin by determining the difference in value between the existing replacement amount and the new replacement amount. The amount of that difference will be the replacement amount (**RPLC AMT**) to enter on the FAS Direct Data Entry screen (S035).

Example	Existing Replacement Amount	New Replacement Amount	Difference	Replacement Amount Change	Use Transaction Code
Example 1	100,200.00	200,000.00	**increase** of 99,800.00	99800.00	**C02**
Example 2	50,000.30	8,500.00	**decrease** of 41,500.30	41500.30	**C03**

CHANGING THE REPLACEMENT VALUE ON THE FAS DIRECT DATA ENTRY SCREEN

1. Type **F** at the STARS Main Menu and press the ENTER key to open the **FAS Main Menu**.
2. Type **35** at the FAS Main Menu, and then press the ENTER key. This will open the **FAS Direct Data Entry** screen.
3. Type **A** in the **FUNCTION** field.
4. Type your **AGENCY** (agency number).
5. Type the **PROP NO** (property number).
   Note: This is the 10-digit number (including leading zeros, e.g., 0000015123) that matches the Property Record you want to change.
6. Type the 2-digit **COMP NO** (component number).
7. Type the 4-digit **SEQ NO** (sequence number - usually **0001**).
8. Type the appropriate transaction code in the **FAS TC** field.
   Type either:
   - **C02** to record the <u>amount of increase</u> to the replacement amount
     or
   - **C03** to record the <u>amount of decrease</u> to the replacement amount.
9. Type the current month date in the **ADT DATE** field using a mmddyyyy format.
10. Type the amount by which the replacement value will change in the **RPLC AMT** field.
    NOTE: No commas or $ (dollar sign) allowed.
11. Press F1 to save the changes.